



**Richmond Public Library Board**  
 101 E. Franklin Street  
 Richmond, VA 23219  
 (804) 646-4256 / fax: (804) 646-7685



**Library Board Meeting Minutes  
 May 27, 2020**

**PRESENT:** Chair William Yates, Vice Chair David Lydiard, Emily Altman, Barbara Burton, Christine Peterson, Daisy Weaver, Janet Woody

**STAFF:** Scott Firestine, Clay Dishon City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Gianna Pack, Friends of the Library Chair Ruth DeBoer

**ABSENT:** Tanya Francis

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:46 a.m. This meeting was held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public participated by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

<b>Agenda</b>	Approve the May 27, 2020 Agenda as submitted by roll call vote: Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE  <i>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>
<b>Consent Agenda</b>	Approve the Approve the April 22, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE  <i>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</i>
<b>Public Comment Period</b>	None present.

**REPORTS**

<p><b>Friends of the Library (FOL)</b></p> <p><u><b>Ruth DeBoer</b></u></p>	<p>Ms. DeBoer reported the Friends of the Library had a meeting on May 20. Business was discussed to implement an electronic newsletter to go out later this summer. The newsletter will not be mailed.</p> <p>She also reported not having a status on the amount of the annual gift the Friends gave to the Library for end of year March 30, 2020. Ms. DeBoer will follow up and give the information to Mr. Firestine.</p>
<p><b>Library Foundation</b></p> <p><u><b>Karin Hansen</b></u></p>	<p>Ms. Hansen reported on the following:</p> <ul style="list-style-type: none"> <li>• Grants <ul style="list-style-type: none"> <li>○ \$3,000 for new books to be distributed at the Richmond Public School Food Distribution Center, which is going well.</li> <li>○ \$1,000 for YAVA for this year's planning, which includes purchasing books for the teen judges.</li> <li>○ In the process of moving \$6,000 towards the payment of archivists working in Special Collections.</li> </ul> </li> <li>• Reviewing and updating the Investment and Spending policies that have not been reviewed in the past 5 years.</li> <li>• Making a few changes in the Finance Committee meeting to the investment portfolio, which is holding up well considering the current market; tweaking to be a little more resilient.</li> <li>• Preparing a 2-year Fundraising Plan.</li> </ul>
<p><b>Administration</b></p> <p><u><b>Scott Firestine</b></u></p>	<p><b>Highlights and Additions to Director's Report:</b> During the Director's Report, Mr. Firestine highlighted on the following items:</p> <ul style="list-style-type: none"> <li>• <b>Budget:</b> Mr. Firestine thanked the LBOT, Friends, and Foundation members for reaching out to the Council Members to let them know how much of an impact RPL will feel if the proposed budget is accepted. He also mentioned the proposed budget was approved, which reflects how it looked in FY17/18 Budgets. By next month, Mr. Firestine will return to the Finance Committee and the LBOT to discuss how to manage the funds moving forward. The biggest challenge is lack of staff, which equates to about 20 positions. With the hiring freeze makes it even more difficult to get positions through the system because every position request has to go to the CAO's Office for signature. Mr. Firestine also stated the Hull Street Branch does not currently have a Branch Manager.</li> <li>• <b>Phase 1:</b> Starts on May 29 in the City, staff will return to work on June 1, curbside service will start on June 3. The Library will not be open to the public and limited hours. The focus in the short term is to complete all HR paperwork for new hires and the ones that were in process when we closed. Also in this phase, as materials come back to the Library, they will be quarantined for 72 hours, per CDC guidelines.</li> <li>• <b>Phase 2:</b> Determines how we let people in the building. In the process working on the details. This Phase is critical for obtaining more staff.</li> <li>• <b>Personal Protective Equipment (PPE):</b> Ms. Clarke reported on the PPE that has been ordered and received for staff to use once they return to work. Each employee will have paper and material masks to wear, sanitizer and wipes at the desk to use, gloves, thermometers and signage. RPL will be able to accommodate staff's needs, but is unable to distribute masks to our patrons. Also, the City did a hydro-spray cleaning all City locations. Ms. Drewry added the City was doing mandatory training for all employees when they return to work.</li> </ul>

<b>REPORTS (CONTINUED)</b>	
<p><b>Administration (Continued)</b></p> <p><u>Scott Firestine</u></p>	<ul style="list-style-type: none"> <li>• <b>Special Funds Audit:</b> Auditors completed the Special Funds audit. Mr. Firestine emailed the copy to the Finance Committee and all Board Members. He emphasized pages 13-14 addressing the Law Library. They offered recommendations on training staff on how to reconcile revenue and expenditures. Budget and Finance produced an ordinance to correct the deficit funding that has been created over the last seven years. If that Ordinance passes, it will basically reconcile that account going forward. Mr. Yates thanked and acknowledged Mr. Firestine and team for repeatedly requesting the information without success. Moving forward before spending from the account, we have to know how much is in the account. Mr. Yates also reported there would have to be checks and balances done periodically as funding comes in and if funds do not come in, someone will have to followed up on it, adjust the budget for Law Library related items based upon the cash flow coming in, and Mr. Lydiard is going to do a background check just to make sure that we are getting full credit with matching up a number of cases at \$4/per case that nothing slips by for the payments that RPL should be receiving</li> <li>• <b>ILS:</b> The new library catalog is completed and is no longer maintained on the City’s server. It and is now existing in the cloud and on a server in Atlanta, Georgia. All of the data has been transferred and is operational. Once the production server was working they did an upgrade with all of its patches and service packs to bring it up to its most current operating system with the next step to add all of the added features. There is a mobile circulation feature, which is connected through a web interface, instead of a dedicated line. The inventory feature also runs off of the web interface making it easier and faster.</li> <li>• <b>RFP:</b> Ms. Drewry reported DPU has completed their review. She reported speaking with the Attorney who is reviewing the document now and should be completed in the next three weeks. Ms. Drewry asked if the RFP could be reviewed as a priority because it has been going on for so long. Ms. Drewry will update the LBOT members on the status at the June 24 Board Meeting.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<p><b>Chair</b></p> <p><u>William Yates</u></p>	<p>Mr. Yates expressed his gratitude to Mr. Firestine for keeping information flowing regarding waiting on Council, waiting COVID-related openings. He also mentioned that staff has done a phenomenal job of getting good work done in the facilities while being closed, set up to move forward to opening up safely for employees, and finding ways to service patrons during the closure.</p> <p>Mr. Yates mentioned Wi-Fi being used despite the Library being closed—very interesting. It is a reminder of how people are relying on the Library.</p>
<p><b>Finance</b></p> <p><u>Scott Firestine</u> <u>Daisy Weaver</u></p>	<p>The Finance Committee members did not meet in May. Mr. Firestine emailed all of the LBOT members a copy of the final City Auditor’s Special Funds Report Ordinance prior the meeting. Ms. Pack had the new Board Packet reposted to the website with both attachments added.</p>
<p><b>Facilities</b></p> <p><u>Cheryl Clarke</u></p>	<p>Ms. Clarke reported the Main Library is in much better shape during the shutdown. Walls have been painted and new signage added. DPW has been using this time to fix minor issues, changing lights, and working on HVAC systems at other locations.</p> <p>She also reported the Verizon towers are up on the roof and connected. Verizon instillation is almost complete. Mr. Lydiard asked if the towers could be seen. Ms. Clark responded that the towers could be seen from Franklin Street.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Governance</b> <b><u>David Lydiard</u></b>	<p>Boards and Commissions will look into the recommendation that was made in March. Mr. Yates inquired Brent Graves recommendation status. Mr. Lydiard responded Mr. Graves was not on the June 8 agenda, but will follow up and give a status at the next meeting.</p> <p>Mr. Yates mentioned former Board Member Gail Zwirner was interested in applying for the LBOT again. He also reported there would be four vacancies in the very near future.</p>
<b>Governance</b> <b><u>David Lydiard</u></b>	<p>Mr. Lydiard reported Council received a paper to have Ms. Tanya Francis removed from the Board for lack of participation and not attending meetings. He also stated that an unknown person requested the paper be withdrawn and considered on a later date. Mr. Lydiard reached out to Councilmember Chris Hilbert during the meeting. Councilman Hilbert rescinded his withdraw of the paper and it should go to the June 8 Council Meeting for consideration.</p> <p>Prior to the meeting adjourning today, Mr. Lydiard requested to have the brief discussion of exploring cell phone chargers be available for patrons to use at all RPL Branches mentioned. This discussion took place at the February 26, 2020 LBOT Meeting, and was not listed within those minutes and no action was taken.</p>

**UNFINISHED BUSINESS**

No Unfinished Business was discussed.

**NEW BUSINESS**

No New Business was discussed.

There being no further business, the meeting was adjourned at 12:38 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, June 24, 2020 by Electronic Meeting and/or the Main Library.

Approved:   
Mr. William Yates, Chair

Recorder: Gianna Pack  
Executive Assistant